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**AGREEMENT**

between

**THE BOARD OF EDUCATION OF THE  
PUBLIC SCHOOLS OF THE TARRYTOWNS**

and

**TEACHERS ASSOCIATION OF THE TARRYTOWNS**

**July 1, 2004 through June 30, 2007**

**RECEIVED**

**DEC 16 2004**

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

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# **AGREEMENT**

**between**

**THE BOARD OF EDUCATION OF THE  
PUBLIC SCHOOLS OF THE TARRYTOWNS  
and**

**TEACHERS' ASSOCIATION OF THE TARRYTOWNS**

**July 1, 2004 through June 30, 2007**

## **ARTICLE I - PREAMBLE**

Recognizing the duties involved in providing an excellent education for the youth of the Tarrytowns, the Board of Education of the Public Schools of the Tarrytowns and the Teachers' Association of the Tarrytowns intend to continue to work together to develop the atmosphere and opportunities in which the desire for learning will be fostered. Therefore, we jointly enter into this contract.

## **ARTICLE II - RECOGNITION RESOLUTION**

The Board of Education of the Public Schools of the Tarrytowns having determined that the Teachers' Association of the Tarrytowns is supported by a majority of the teachers in a unit composed of all professional, certified personnel except the Superintendent, Assistant Superintendent, Business Manager, Director of Pupil Personnel Services, Principals, Assistant Principals and Director of Health, Physical Education and Athletics, hereby recognizes the Teachers' Association of the Tarrytowns, Local 3049, AFT, AFL-CIO, as the exclusive negotiating agent for the personnel of such unit. The term of this agreement is from July 1, 2004 through and including June 30, 2007. The T.A.T. unit shall have unchallenged representation status for the maximum period permitted by law on the date of this agreement.

### **ARTICLE III - ASSOCIATION RIGHTS**

#### **A. Organizational Security Provisions/T.A.T. Office**

1. The Superintendent will make every effort to provide office space for the T.A.T.
2. The Association and its representatives shall have the right to use the school building at reasonable hours for meetings.
3. The Association shall be allowed reasonable use of the following equipment items that are located in the schools: computers, photo copiers, printers, calculating machines, fax machines, and other multi-media equipment. Cost of materials shall be borne by the Association and requests are subject to the availability of the equipment
4. There shall be one (1) bulletin board in each school building that shall be placed in the faculty lounge, for the posting of matters pertaining to the Association's business.
5. The Association may use the inter-school mail service and teacher mail boxes for communications to teachers. Announcements of meetings may be listed in school activity bulletins; and the public address system may be used for announcing the date, time and place of the meetings during non-school hours.
6. Duly authorized representatives of the Association and their affiliates shall be permitted to transact official organization business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
7. The use of school facilities is subject to the Board approval through its delegated representative responsible for these facilities and this approval shall not be unreasonably withheld.

8. The Board of Education and/or the administration shall not discriminate against any individual by reason of membership or Association activities.

**B. Time for Negotiations and Grievance Processing**

1. If negotiation meetings between the Board and the Association are scheduled during the school day, the representatives of the Association shall be relieved from all regular duties necessary to permit their participation in such meetings. Such relief from duty shall not involve any loss of pay.

2. When it is necessary, pursuant to the Grievance Procedure, for any representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing, he/she shall be released without loss of pay as necessary in order to permit participation in the foregoing activities.

**C. Budgetary and Statistical Information**

1. The Board agrees to furnish to the Professional Negotiating Committee of the Association, in accordance with its reasonable request, information relative to the financial resources, budgetary information, statistics and information relative to salaries, hours and other terms and conditions of employment of teachers which is reasonably necessary for the Association to carry out its function as negotiating agent, provided that such information is readily available to the Board.

2. A copy of the official agenda for each Board meeting shall be given to the Association prior to each Board meeting. The Association shall be given the unofficial minutes of official Board meetings as soon as possible after such meetings.

3. The Association shall be provided with copies of the Board's personnel policies and Rules and



Regulations and with copies of any changes in/or Amendments thereto.

**D. Administration of Association Duties**

1. The administration shall relieve the responsible Association officials - president and the chief negotiator – for those supervisory duties normally assigned to teachers. Non-instructional time of each official shall be scheduled cooperatively by the building principal and the Association official.

2. The Association in cooperation with the administration shall provide coverage for the supervisory duties of the members of the Negotiating Committee during periods of time the Association deems necessary.

**ARTICLE IV – SALARY**

**A. Salary Schedules and Salary Policy**

1. The salary schedule is annexed to this contract as an Appendix. Personnel covered by this contract will be paid bi-weekly on Thursdays. When a pay date falls on a holiday, the payment shall be made on the last school day preceding the holiday.

a) The salary schedule in effect in the 2004-05 school year will be increased by adding three and a half (3.50%) percent to each step of the 2003-04 salary schedule.

b) The salary schedule in effect for the 2005-06 school year shall be increased by adding three and three quarter (3.75%) percent to each step on the 2004-05 salary schedule.

c) The salary schedule in effect in the 2006-07 school year will be increased by adding four (4.0%) percent to each step of the 2005-06 salary schedule.

2. Credit for previous teaching service will be at the discretion of the Superintendent.

3. BA Schedule: Shall be applicable to teachers who hold valid certification pursuant to the provisions of the Education Law.

4. BA + 15 Schedule: Shall be applicable to teachers who have successfully completed 15 graduate credits of approved study beyond the Baccalaureate degree. All persons not actually on the BA+30 or BA+45 lanes prior to July 1, 1994 will not be allowed access to those columns for the life of this agreement. All persons who have achieved placement on the BA+30 or BA+45 columns prior to July 1, 1994 shall be entitled to remain on those columns.

5. MA Schedule: Shall be applicable to teachers who have earned a Master's degree from an accredited institution.

6. MA + 15 Schedule, MA + 30 Schedule, MA + 45 Schedule, MA + 60 Schedule: Shall be applicable to teachers who have earned 15, 30, 45 or 60 graduate credits, respectively, of approved study beyond the Master's degree.

7. Professional Diploma Schedule: Shall be applicable to teachers who have earned a Professional Diploma from an accredited institution. Persons not actually enrolled in a PD program prior to July 1, 1978 will not be allowed access to that column for the life of the agreement. All persons who have achieved placement on the PD column prior to July 1, 1978 shall be entitled to remain on that column.

8. PD + 15 Schedule, PD + 30 Schedule: Shall be applicable to those teachers who have earned 15 or 30 graduate credits respectively of approved study beyond the Professional Diploma. Persons not actually enrolled in a PD program prior to July 1, 1978 will not be allowed access to that column for the life of the agreement. All persons who have achieved placement on the PD + 15 and PD + 30

columns prior to July 1, 1978 shall be entitled to remain on those columns.

9. Doctorate Schedule: Shall be applicable to teachers who have earned an Ed.D from an accredited institution in the field of Education or a Ph.D in an academic area specifically related to their teaching assignment.

10. Teachers who have reached MA + 60, PD + 30, or DR Step 15 may take additional courses within their assigned areas up to a maximum of three (3) credits per year. Any such courses will be compensated at the rate of \$50.00 per credit hour.

11. Each salary increment to which a teacher may hereafter become entitled shall accrue on July 1 of each school year except as provided by law.

12. A teacher advancing from one schedule to another shall be advanced one step beyond that on which he/she was entitled to be placed during the preceding school year. When a teacher who has spent more than one year on the maximum step of a schedule meets the requirements for movement to the next schedule, he/she shall be placed on the step to which his/her years of service in the district entitled him/her.

13. All increments shall be automatic, provided however the Board may, upon recommendation of the Superintendent and after affording such teacher an opportunity to appear before the Board to be heard, withhold one or more further increments from such teacher.

14. A system of extra pay for extra work shall be maintained as per the schedule attached to this contract. All extra pay positions for the 2004-05 school year shall be increased three and a half (3.50%) percent over the school year. All extra pay positions for the 2005-06 school year shall be increased three and three quarter (3.75%) percent over the 2004-05 school year. All extra positions for the 2006-07 school year shall be increased by four (4.0%) percent over the 2005-06 school year.

a) In recognition for longevity in the same stipend area, effective September 1, 1986, staff members covered by this agreement shall receive after five (5) years continuous service in the same stipend area, the stipend plus ten (10%) percent; after ten (10) years continuous service in the same stipend area, the staff member shall receive the stipend plus twenty (20%) percent.

b) An extra pay schedule is annexed hereto as an Appendix.

15. It is not possible for the credit criteria to cover all areas of request for course approval. While Administrative approval is required for all courses, the criteria set forth will be used as a guide for those areas listed below. Courses must be from an accredited degree-granting institution on the graduate level or must be approved in-service courses.

16. Salary credit will be granted with prior administrative approval for:

- a) Courses in teaching methodology.
- b) Courses related to the applicant's assignment.
- c) Courses prescribed by permanent certification requirements in the teaching assignment currently held by the applicant.
- d) Courses prescribed by a college for a degree as determined by proof of matriculation where the degree or courses are in the applicant's field of assignment.
- e) In-service courses.
- f) Courses requested by the Administration for the improvement of the teacher.

17. Salary credit will not be granted for:

- a) Correspondence and TV courses.
- b) Courses in adult or continuing education.
- c) Courses leading to a new profession outside the field of education.
- d) Courses for which a passing grade was not received.
- e) Courses for which prior approval was not requested and in the District office at least three (3) days prior to the opening session of the course.
- f) Courses which duplicate previously taken courses.
- g) Courses which are not properly documented by official transcripts.

18. In order for a teacher to transfer from one salary schedule to the next, he/she must provide the Assistant Superintendent with official transcripts of his/her academic work. New credits shall be paid only on September 1 and February 1 of each year and only for work completed in the prior semester or previously approved. Completion of the course must be verified by the College or University or by the organization/person sponsoring an approved in-service course.

19. Salary Differential for Support Personnel:

Guidance counselors, school social workers and school psychologists shall receive a five (5%) percent salary differential for extra work and time on a daily and annual basis as scheduled by the Administration. Their work year shall be September 1st through June 30th, but they may be relieved from reporting to work prior to the beginning of school and/or remaining beyond the last day of school if their building principal deems that this is not necessary to complete their professional responsibilities.

20. The Superintendent or his/her designated representative may assign additional graduate or in-service course requirements to teachers where, in the opinion of the District, such course work is necessary for professional growth, to correct teacher deficiencies or provide for instruction in changing areas within the teacher's assignment, and where counseling has failed to achieve participation of said teacher in additional course work. Any such assignment shall be scheduled to meet the individual teacher's own prior commitments, provided that the teacher make available the time necessary to alternately schedule the available course. Any such additional graduate or in-service courses will be compensated for at the rate of tuition only. No more than one course equaling 3-4 credits will be required during any given school year. With the exception of personal illness or emergencies, teachers will be expected to attend all scheduled sessions and complete the course. Teachers who fail to comply will be required to reimburse the District for the cost of the course.

21. Longevity: Personnel covered by this contract shall be eligible for a longevity stipend of Eight Hundred and Fifty (\$850) Dollars in the eighteenth (18) year of service in education. Receipt of said stipend shall be on the recommendation of the Superintendent of Schools and approved by the Board of Education. This stipend shall increase to One Thousand Three Hundred and Fifty (\$1,350) Dollars in the twenty-first (21) year of service, One Thousand

Nine Hundred (\$1,900) Dollars in the twenty-fifth (25) year of service and Two Thousand Five Hundred (\$2,500) Dollars in the thirtieth (30) year of service.

22. Travel: Personnel covered by this contract who are required by the Superintendent of Schools to use their automobiles in the exercise of professional assignments will be compensated for travel at the rate established by the Board, upon submission of proper claim forms to the Business Office.

## **B. Dues Deduction**

1. Dues shall be deducted from the salaries of employees for the Teachers' Association of the Tarrytowns, as said teachers individually and voluntarily authorize the Board to do. These monies shall be forwarded promptly to the T.A.T. Teacher authorizations shall be in writing.

2. Agency Fee: The Association shall supply a list of names to the School District of those members of the bargaining unit who choose not to become members of the Association. Payroll deductions shall be made from these individuals in the same manner as Association members for a dollar amount indicated by the Association. The School District shall transmit these monies to the Association.

3. Deductions shall be made for professional staff members participating in tax-sheltered annuity programs. Tax-sheltered annuities shall be continued as allowed by law and as heretofore provided for. The Teachers' Association of the Tarrytowns shall designate carriers to serve as a forwarding agent for all participants. Deductions shall be made for professional staff members who wish to purchase United States Savings Bonds. All professional staff members of the Public Schools of the Tarrytowns are eligible for membership in the Hudson River Teachers' Federal Credit Union. A payroll deduction amount for each individual shall be taken upon receiving written authorization to do so.

### **C. Summer Institute**

1. Teachers from within the system and from within the subject area appropriate to the course being offered in the Summer Institute shall be given first preference.

2. Teachers who are to be employed by the Summer Institute shall receive notification by May 15<sup>th</sup>, when possible.

3. The staff of the Summer Institute will be paid at the rate of:

Elementary teachers – 2 \_ hours for 20 days @  
\$2,727

Secondary teachers – 55 minute periods for 25  
days @ \$1,250

4. It is expected that all staff members will:

- a) Work one full day prior to summer school.
- b) Report at least 15 minutes before the students and leave no less than 10 minutes after students leave.
- c) Work one full day after students have finished, to complete necessary evaluations.

5. The staff of the Summer Institute shall be allowed two (2) days of absence on a non-cumulative basis without loss of pay for reasons of personal illness or death in the family.

6. The Board may impose a minimum student enrollment to determine which courses may not be offered.

7. A Committee will be established during the 2005-2006 to address the Summer Institute stipends and concerns in preparation for the 2007 negotiations.



**D. National Board Certification**

Teachers who complete the certification process of the National Board for Professional Teaching Standards shall be entitled to an additional stipend of \$1,000 per year over base salary. Teachers completing alternative and equal credentialing by other recognized certification boards will be given the same stipend. The Superintendent will determine the validity of the alternative program.

**E. Adult Education**

Teachers from within the system shall be given first preference provided their qualifications are equal to non-district applicants.

**F. Fringe Benefits**

1. Effective July 1, 1992, the District will pay ninety (90%) percent of the cost of health insurance for all members working 20 hours a week or more and those members of the unit will pay ten (10%) percent through normal payroll deductions.

2. The District shall have the option to substitute health insurance of equal or greater value than offered by the current carrier. Pending a change the T.A.T. shall be given a complete proposed contract from the new carrier. Any dispute pertaining to whether the benefits are of equal or greater value shall be subject to binding arbitration as per Article VIII Section E of this Agreement.

3. Any teacher currently enrolled in the District's health insurance plan or beginning work in the district commencing with the first school day in September and covered under health insurance of another party who can

demonstrate such coverage, may elect to waive district health insurance coverage and take, in lieu thereof, on an annual basis \$1000. The waiver must be received by October 15, each year. Any teacher currently receiving a waiver from the district health insurance plan shall continue to be eligible. New staff members beginning after September 1st in any year who wish to waive the district's health insurance under this section may do so and receive a pro-rata share for the first year.

4. Regarding dental insurance, the district shall pay the full cost as of June 30, 1984. All increases occurring after that date will be shared between the parties at the rate of eighty (80%) percent payable by the District and twenty (20%) percent payable by the participating teachers.

5. The District shall make available an optical benefit plan of fifty (\$50) dollars towards the purchase of glasses, with a maximum of one hundred (\$100) dollars per family per year.

6. The current life and disability insurance shall continue at the rates in effect June 30, 1984.

7. Retired professional personnel shall continue to receive coverage by the Board of Education for health insurance. Effective July 1, 1998, only teachers retiring with ten or more years of service in the District will be eligible for health insurance during retirement.

8. In the 2005-2006 school year a joint Administrator-Teacher-School Board Committee will be established to study employee benefit plans for purposes of making recommendations for the next contract negotiations.

**G. Professional Courtesy**

Professional staff members shall have the option to have their children enrolled in the Public Schools of the Tarrytowns at no cost to the parent/guardian.

**H. Cafeteria Plan**

The District will implement a cafeteria plan in accordance with the provisions of §125 et seq. of the Internal Revenue Code.

**ARTICLE V  
TEACHING LOAD/RELATED CONDITIONS OF  
EMPLOYMENT**

**A. New Teachers**

New teachers will be required to attend two and a half days of in-service during the summer prior to beginning work in the district. These days will be scheduled by the Superintendent and shared with the T.A.T. president.

**B. Teaching Day**

Each spring professional staff members in each building shall meet with their principal to determine the supervisory requirements necessary for their buildings and the students' day for the coming year.

1. Length of School Day - All school personnel are expected to arrive at school each day in time to attend to preschool duties and to remain after school to help pupils, to attend professional meetings, to have conferences with parents and to participate in those activities that are an out-growth or adjunct of the instructional program. Beyond these considerations, teachers will not be bound to specific duty hours. Individual teachers who are required to perform supervisory responsibilities regularly beyond those indicated above will be remunerated at \$10 per hour.

2. Class Periods and Sessions - A principal and his/her staff are in the best position to determine the appropriate utilization of human and material resources within their building so as to serve the best interests of their students. Teachers shall participate with their principal in decisions related to these considerations. All assignments in this section are exclusive of the duty free lunch period and shall be made within the following parameters:

a) Elementary teachers in grades K-6 shall have an average of one (1) full and continuous planning period per day, and every effort shall be made for a regular distribution of these periods. Elementary teachers shall have a six and three-quarter ( $6\frac{3}{4}$ ) hour working day. The District shall make every effort to assign no more than two and one-quarter ( $2\frac{1}{4}$ ) hours without a break. During the 2004-2005 school year an Administrator-Teacher Committee at Washington-Irving Elementary School will study the impact of the additional fifteen (15) minutes of student contact time on the current two and one-quarter hour ( $2\frac{1}{4}$ ) hour continuous assignment.

b) During the 2004-2005 school year, in the elementary grades teachers who are assigned to class groups shall teach approximately twenty-seven and one-half ( $27\frac{1}{2}$ ) hours per week and work an additional fifteen (15) minutes per day that will be non-student contact time. Beginning in the 2005-2006 school year, the additional fifteen (15) minutes will be direct student instruction equaling a total of twenty-eight and three-quarter ( $28\frac{3}{4}$ ) hours per week. During the 2004-2005 school year the equalization of student contact time at each of the elementary buildings will be determined by an Administrator-Teacher Committee.

c) At the middle school level each teacher will have an average of one individual planning period per day in addition to a duty free lunch period. At the high school level each teacher will have an average of one individual planning period per day.

d) Teachers in grades 7-12 shall be assigned twenty-five (25) teaching periods per week. The

length of the Middle School day will be made equal to that of the High School. If the length of periods changes, the number of teaching periods will be adjusted commensurate with this change. Beginning in the 2004-2005 school year an additional one (1) hour and fifteen (15) minutes per week will be included in the school day in order to provide direct student contact. Using an office hour model the time can be constructed in a flexible manner, established by the teacher. Office hours are to be posted at least one (1) week in advance.

e) Department chairpeople who are appropriately certified shall be compensated and shall be given supervisory time, both commensurate with the functions they are expected to perform as follows: (appropriate certification refers to supervisory time only).

1) Stipend - department chairpeople responsible for 1- 6 people shall receive \$5644 in 2004-05; \$5856 in 2005-06 and \$6090 in 2006-07.

2) Department chairpeople responsible for 7 or more people shall receive \$6528 in 2004-05; \$6773 in 2005-06 and \$7044 in 2006-07.

3) Supervisory time as follows:

<b>Number of Staff (in addition to the Chair)</b>	<b>Supervisory Time</b>
1 – 6	1 teaching period
7 or more	2 teaching periods

Supervisory time will be given in addition to the above commensurate with the number of buildings covered as follows:

<b>Number of Buildings</b>	<b>Number of Additional Periods</b>
----------------------------	-------------------------------------

1	No additional time
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2 or more	1 additional teaching period
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f) No teacher assigned to more than one building shall have extra duties.

g) Music teachers responsible for instrumental music groups which meet outside the school day shall be exempt from homeroom and extra duties.

h) When administrative or educational needs require that a classroom teacher teach more than those considerations in the above a-g, there shall be immediate review of each such assignment by the Superintendent with the classroom teacher and principal involved along with representatives of the Association to the end of determining that such assignment is not arbitrary or capricious and that such assignments are equitably distributed. When a classroom teacher has been assigned more than the maximum teaching assignment, he/she shall receive extra compensation at the rate of 1/5<sup>th</sup> for elementary and 7-12 teachers of his/her base salary per class regularly taught.

i) Independent study responsibility in addition to a full teaching assignment shall be voluntary.

j) Every effort shall be made to schedule no more than three (3) consecutive assignments in the secondary schools; except where it serves the best interest of the program and/or at the specific request of the teacher.

3. Notwithstanding the above, in the event the District implements a modular or flexible schedule, the District reserves the right to alter the schedule of any teacher to provide for flexible or modular scheduling. In such instances teachers will be guaranteed that lunch periods and preparation time will be continued at levels heretofore provided.

4. Lunch Period - All teachers shall have at least thirty (30) minutes duty-free time for lunch. A teacher may leave his/her building during his/her duty-free time.

5. Other Periods:

a) Time not assigned to class or other duties shall be for preparation, conferences and other related professional activities. A teacher may leave his/her building during such periods upon notifying the school secretary providing he/she has no prior professional commitment.

b) Where teachers are involved in cooperative teaching situations, every effort shall be made to make their planning period a common one.

6. "Covering" or "Doubling-up" of Classes - Members of this unit shall not be directed to cover another teacher's assignment or to handle a double class, except in an emergency. An emergency shall not exist beyond two consecutive hours/periods. As such emergencies arise, the duty of covering another teacher's assignment or handling a double class shall be distributed among teachers as equitably as possible without regard to departmental lines. In any situation where a member of this unit is asked to cover or double-up a class, such member shall be compensated at the rate of \$25 per period. A payment form may be obtained from the school secretary. This shall also apply to Assistants to the Principal in the elementary schools. A student teacher is not to be considered a teacher in such cases.

7. Building meetings such as grade level, departmental and staff shall be held for specific purposes and shall not occur with such frequency as to be become burdensome.

8. During the 2004-2005 school year common faculty meetings may be scheduled by the administration, at its discretion once a month for approximately one-hour duration. Beginning with the 2005-2006 school year there will two after school meetings per month for approximately one (1) hour in duration.

a) One meeting will be the traditional Wednesday faculty meeting.

b) The second meeting shall be used for faculty, department, grade level, team meetings or professional development.

c) At the secondary level this second meeting replaces the traditional department level meeting.

d) Prior notice of meetings must be given.

9. There will be one parent conference night every year lasting approximately two (2) hours in length in each building. This night is in addition to the traditional open school night. Beginning in the 2006-2007 school year at the secondary level only, an additional parent conference night approximately two (2) hours in length will be held.

10. Beginning in the 2006-2007 school year at the elementary level there will be on (1) evening activity assignment per year. Participation in the activities will be secured by members using a sign-up sheet provided by the Principal. Additional guidelines will be determined on a building-by-building basis to ensure assignments are made in a fair and equitable fashion.

#### 11. Staff Development

a) Beginning in the 1998-99 school year, for secondary school teachers, teachers will be allocated staff development, staff planning and/or curriculum development time during final examination week. For each day a Regents examination is scheduled, one half hour will be used for staff



development, staff planning meeting, and/or curriculum development during regular school hours.

b) For elementary teachers, their schedule during the last three half days will be planned after discussions between the T.A.T. and the administration.

### **C. Teaching Assignments**

1. All teachers shall be notified by June 1 of the subjects to be taught, the number of classes and the grade level to be taught during the following school year. All such assignments are subject to change due to emergencies which may arise after June 1.

2. Transfer of personnel from building to building or from one level to another level shall occur only after consultation with the teacher involved.

3. Teachers shall participate in the placement of students.

### **D. New Positions & Job Vacancies**

1. Notices of all new positions and/or job vacancies shall be posted on all bulletin boards of each school.

2. The notice shall include job title and a complete description of the job duties, including any specific qualifications and necessary skills.

### **E. Class Size**

The Board of Education and the T.A.T. agree that the report submitted by the Instructional Group Committee that is dated April 4, 2002 shall constitute the District guidelines regarding instructional group size:

K-1	20	2-4	22	5-6	23
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## **F. Calendar**

1. A student calendar committee composed of 3 teachers, 2 non-instructional staff members, 2 administrators and 2 community people shall develop a calendar to be recommended to the Board of Education for adoption at one of its April meetings. It shall then be included in the contract for that year.

2. Beginning with the 1994-1995 school year, the year will be extended by one day. Beginning in the 1999-2000 school year, one additional staff development day will be added to the school year.

3. Any specific calendar limitation for the following year should be communicated by the Board of Education to the committee by January 30th of each year.

4. After agreement has been reached between the Board of Education and the Teachers' Association of the Tarrytowns on the teachers' working year, the additional days of the teachers' responsibility shall be included within the student calendar which shall then be placed in the contract for that year.

## **G. District Committee**

### **1. Steering Committee**

a) The Steering Committee composed of an equal number of representatives of the faculty and administration shall be created to serve as a steering committee which shall be in continuous operation to discuss and evaluate any and all matters of mutual concern. The Steering Committee shall evaluate the effectiveness of changes and make recommendations to the Superintendent concerning implementation of programs, and if desired, thereafter to the Board.

b) The Steering Committee shall also supervise and coordinate workshops, curriculum development and in-service courses by instituting a sub-committee or appointing an individual to be responsible for those tasks necessary for the accomplishment of those goals determined by the Steering Committee. All sub-committees shall be composed of an equal number of members of the faculty and administration. Such sub-committees shall be created on the mutual agreement of both sides of the Steering Committee. The Steering Committee shall have six (6) members from each side, but four (4) members from each side shall be necessary to constitute a quorum. In the event that only four (4) members from any one side appear for any meetings, they shall be entitled to vote all of their portion of the full committee.

c) The minutes of each Steering Committee meeting shall be provided to all professional staff members for their next monthly building meeting.

## 2. Workshops:

a) The need for summer workshops shall be determined and coordinated by the Steering Committee and recommended yearly to the Superintendent for processing to the Board.

b) Teachers participating in said workshops shall be informed of the full scope and implication of the workshop program and their responsibilities in its implementation and incorporation within the school program. The teachers in the workshop shall prepare a brief summary report to be submitted to the Steering Committee and then forwarded to all buildings.

c) Each teacher participating in a District Workshop shall be paid the per diem rate of the beginning B.A. salary.

d) Each teacher participating in out-of-district workshops shall be paid room, board and

transportation in addition to the per diem rate of the B.A. salary.

e) Workshops to be held during the school year shall be held during the student's school day wherever possible. Substitutes shall be secured for the teachers involved.

f) Workshops shall also include university credit courses if this is the best alternative available to meet an identified need. The District shall pay transportation, tuition and room and board, if any, for participants in addition to the per diem rate of the beginning B.A. salary for this type of participation.

### 3. Summer Curriculum Committee

a) The need for summer curriculum committees shall be determined by the Steering Committee and recommended to the Superintendent and, if desired, thereafter to the Board.

b) Those professional staff members involved or to be involved with the curriculum under study shall have first preference to participate on the committee.

c) The stipend for the professional staff members involved shall be temporarily frozen at \$253 for the duration of this agreement.

### 4. Advisory Council:

a) Each building faculty shall maintain an active Advisory Council consisting of the principal of the building and teacher representatives. Each council shall elect a chair. This council shall meet at least once a month. Additional meetings may be initiated by either the principal or any teacher member on the council.

b) Teacher representatives shall be elected to this council by the faculty of the building under the auspices of the building vice president of the T.A.T. Each

building shall determine the number of people to serve on the council so as to fit the needs of the buildings.

c) The Advisory Council shall consider needs in all the areas of professional concern, such as: program improvement, pupil supervision, pupil diagnosis and remediation, discipline, and coordination of program. It shall be the responsibility of this council to discuss all recommendations and changes with the entire professional staff so as to enable said staff to make added suggestions. The council shall enlist the support and cooperation of all the staff. It shall be the responsibility of the principal to consult with the teacher members of the Advisory Council on all proposed changes involving the professional staff in the building.

5. A committee, chaired by the superintendent, with equal representation from the administration and the T.A.T., will explore ways to improve the Sleepy Hollow time schedule.

6. Transportation:

The transportation department shall annually review and change where possible the bus schedule so as to meet the instructional needs of each building as determined by the building advisory committee.

7. Building Needs:

It is the responsibility of the Board of Education to provide adequate physical facilities for the professional staff and students. The Board shall seek recommendations from the staff to aid them in the planning of building improvements and the determining of priorities.

8. Teacher Aides:

Teacher aides shall be provided for supervisory and clerical functions such as playground, lunchroom and library to the extent the Board determines these services can be made available. Aides shall be employed to assist in lunch and playground duty so that the supervisory duties of teachers

shall be reduced to a minimum consistent with the legal obligation of the Board.

a) Teacher aides shall work under the direct supervision of the principal or staff member to whom the principal may delegate this responsibility.

b) Teaching assistants shall work under the direct supervision of a certified teacher. No teaching assistants should be assigned to any teacher without his/her consent.

c) A substitute list shall be maintained to provide for coverage of absent aides and assistants.

9. Student Discipline:

a) It is the responsibility of the school to provide an environment for each student that is conducive to maximum academic growth and that leads toward self-discipline. Within this context, in the fall, each building staff shall discuss the type of behavior that should be expected at the various levels to achieve the above-stated goals and shall determine in broad terms how these objectives might be attained.

b) The Steering Committee may create a District Discipline Committee consisting of an equal number of teachers and administrators which shall meet to review existing discipline guidelines. If changes are needed, the committee will recommend such changes to the Superintendent of Schools for processing to the Board no later than May of each school year.

10. Observation, Evaluation & Supervision of Teachers:

a) All observations and evaluations of the work performance of a teacher will be conducted openly, with full knowledge of the teacher.

b) Teachers are to be informed of the dates during the school year by which evaluations of their performances are to be submitted by the building principal. Upon request, a teacher will be given the names of the persons who would normally be expected to observe him/her.

c) Each observation of classroom performance must be of sufficient length to enable the observer to obtain a clear understanding of all that is going on. This will normally be a full period in the secondary schools and at least thirty (30) minutes in the elementary schools.

d) No material derogatory to a teacher's conduct, service, character or personality will be placed in his/her personnel file unless the teacher has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

e) A teacher shall have the right to review his/her personnel file on request at reasonable notice.

f) The District shall use as a pilot for the 2004-2005 school year the Danielson Evaluation model including narrative ratings of 1 (unsatisfactory) for formal observations and evaluations.

#### 11. Non-Tenured Teachers:

a) A probationary teacher shall be formally observed a minimum of three (3) times a year and formally evaluated at least once per year. Observations may be performed by any of the following: Principals, Assistant Principals, Assistant Superintendent, Superintendent of Schools, Director of Physical Education, or Director of Pupil Personnel Services.

b) The time allotted for such observations shall be a total of no less than 60 minutes in the elementary schools and 88 minutes in the secondary schools.

c) The first observation shall be made by November 15<sup>th</sup>, the second by January 15<sup>th</sup> and the third by March 15<sup>th</sup>.

d) Probationary teachers should be able to request and receive a reasonable number of additional observations and conferences.

e) A pre-conference will be held before each formal observation and a post-conference will be held afterwards. The observer shall provide a written record of the observation, along with written suggestions to help that teacher grow professionally.

f) A copy of all observation reports shall be forwarded to the Assistant Superintendent as soon as possible after the evaluator has met with the teacher.

g) An evaluation report shall be completed by April 15<sup>th</sup>, with copies to the teacher, evaluator, and Assistant Superintendent.

h) Professional staff members whose probationary period expires prior to June 30 shall be notified three (3) months prior to the expiration of his/her probationary period as to whether or not the superintendent will recommend the staff member for appointment on tenure. He/she shall be afforded an evaluation schedule of the same length as other probationary teachers.

i) Probationary personnel not permanently certified by New York State shall demonstrate evidence of obtaining permanent certification. Permanent certification shall be achieved within five (5) years of initial employment in the system as a condition of continued employment within the District.



j) Teachers replacing personnel on leave shall be given credit toward tenure appointment for each year in the District.

12. Tenured Teachers:

a) A tenured teacher shall be formally observed and evaluated a minimum of once per school year. Observations and evaluations may be performed by any of the following: Principals, Assistant Principals, Assistant Superintendent, Superintendent of Schools, Director of Physical Education or Director of Pupil Personnel services.

b) The observation will be conducted by April 15<sup>th</sup> and shall normally be a full period in departmentalized instruction or thirty (30) minutes.

c) A pre-conference may be held before each formal observation and a post-conference will be held afterward between the tenured teacher and evaluator within one (1) week of the observation.

d) Records of the observations and conferences which are to be filed are to be signed by the tenured teacher although signing does not necessarily mean agreement. A copy of the observation report shall be forwarded to the Assistant Superintendent as soon as possible after the evaluator has met with the teacher.

e) Evaluation reports are to be completed by May 15<sup>th</sup> with copies going to the teacher, evaluator and Assistant Superintendent.

g) A tenured teacher may submit a written statement discussing his/her reaction to the report. Copies of the statement shall be forwarded to the evaluator and the Assistant Superintendent and subsequently to be filed with the evaluation report.

13. Observation Committee:

The Steering Committee may create a committee consisting of an equal number of teachers and administrators to review the existing observation procedures during the month of May of each year and recommend any needed improvement to the Superintendent.

14. Administrative Selection:

a) Superintendent:

A committee created by the Executive Board of the T.A.T. shall meet with the Board of Education to discuss the qualifications for the position of Superintendent. Details shall be worked out with the Executive Committee of the T.A.T. and the Board of Education at such time.

b) Principal and Central Administrative Positions:

A committee including T.A.T. representation selected by the Executive Board will interview those candidates recommended by the initial screening committee. This committee will recommend to the Superintendent those best qualified candidates.

c) The Superintendent and his/her central office staff will make the final recommendation from among those qualified candidates recommended by the committee.

## **ARTICLE VI ABSENCE AND LEAVES**

### **A. Sick Leave**

1. Personnel covered by this contract will be allowed fifteen (15) days of absence because of personal illness without loss of pay for each year of service rendered. A day of absence is defined as a day when school is in session or such other day as the teacher is obliged to report for duty between September 1<sup>st</sup> and June 30<sup>th</sup>.

2. The unused portion of the fifteen (15) allowable sick days during each academic year shall accumulate to a maximum of two hundred and fifty (250) days.

3. Any teacher who retires and receives benefits under the New York State Teachers' Retirement System shall be paid for any accumulated sick leave in excess of one hundred (100) days at the rate of \$60.00 per day for a maximum of 150 sick days, payment not to exceed \$9,000 per teacher.

4. An absence continuous for more than four (4) days necessitates a physician's certificate to be forwarded to the Superintendent of Schools through the individual principal. Said certificate should include the physician's estimate of further necessary absence.

5. The five (5) school days in a school year allowed for serious illness in the immediate family shall be a part of the fifteen (15) days of absence because of personal illness. If such absence for illness in the family shall exceed five (5) days, the teacher shall be reimbursed by the difference between the teacher's per diem salary and that of the substitute.

6. Immediate family is defined as husband or wife, son or daughter, step-son or step-daughter, father or

mother, step-father or step-mother, or a relative with whom one is residing.

7. Professional services rendered for more or less than the regular school year shall receive and accumulate sick leave proportionately.

8. Professional personnel shall not be entitled to transfer sick leave into the District.

9. Personnel covered by this contract shall be informed after October 1st of the number of accumulated sick days.

10. The parties are agreed that there shall be created a sick leave bank to which teachers may contribute no more than ten (10) days from their accumulated sick leave. Participants shall be eligible to withdraw days from the bank upon exhausting their own accumulated sick leave. The sick leave bank will be jointly administered by a committee of two administrators and two members of the T.A.T. In the event the Committee is unable to reach consensus, consultation from a neutral doctor agreed upon by the administration and the TAT will be sought. Withdrawals will be limited to teachers who have contributed to the bank and who, due to extended illness, major or catastrophic illness or injury have exhausted their accumulated sick leave. Contributions are not mandatory, but once made may not be withdrawn. Such contributions shall be made at the beginning of each school year on a form to be provided by the Board.

#### **B. Death in the Family**

1. Five (5) school days per occurrence shall be allowed for death in the immediate family without loss of pay. If such absence shall exceed five (5) days the teacher shall be reimbursed by the difference between the teacher's per diem salary and that of the substitute.

2. Immediate family is defined as husband or wife, son or daughter, step-son or step-daughter, father or

mother, step-father or step-mother, son-in-law or daughter-in-law, mother-in-law, father-in-law, sister or brother, sister-in-law or brother-in-law, grandparents, aunt, uncle, nephew, niece or any relative with whom one is residing.

**C. Child Care Leave**

Birth of a child or adoption leave without pay shall be granted for the remainder of the school year plus the following school year at the option of the applicant and in accordance with the Family Medical Leave Act.

**D. Leave without Pay**

To participate in activities of national or state professional organizations, one (1) year shall be granted to any tenured teacher and extended to two (2) years upon the approval of the Board of Education. Leave may be granted for other purposes at the discretion of the Board of Education.

**E. Notice of Leave Return**

It is incumbent upon the professional staff member to notify the Board by registered mail on or before March 15, prior to the conclusion of his/her leave of absence of his/her intention to return to employment in the school system. If such notice is not given by the teacher, this failure should be construed as meaning the teacher does not intend to return, but is resigning instead.

**F. Visiting Days**

1. Visiting days to other schools or educational institutions for observation and evaluation of educational programs or teaching methods shall be granted after consultation with the building principal and with the approval of the Superintendent.

2. Expenses incurred on visiting days and/or at conferences which the District requests a teacher to attend shall be paid by the District.

## **G. Conferences**

Days shall be granted to a teacher for attendance at conferences or conventions involving professional matters after consultation with the building principal and with the approval of the Superintendent.

## **H. Other Absence**

### **1. Personal Leave**

a) The Board of Education, in an effort to prevent undue hardship to individual staff members who must be absent from school to attend to personal business which cannot be conducted other than during school hours, provides for personal leave without loss of pay as follows: Two (2) personal days may be taken with reason and one (1) day without reason, subject to the approval of the Superintendent. These days may be either whole days or part days, but not six (6) half days. Days taken without reason may not be taken on Monday or Friday, or immediately before or after a vacation or holiday.

b) Personal leave shall not be granted for the following:

(1) non-emergency travel with spouse;

(2) workshops or courses for which prior approval has not been granted;

(3) extension of vacation time.

c) Notice of need for personal business days, as defined above, shall be submitted in triplicate to the building principal as far in advance as possible. Approval by the Superintendent of Schools shall not be unreasonably denied. If denied, the professional staff

member may take the day with loss of pay. Any dispute arising from the denial shall be arbitrable.

d) Any unused personal days shall be added to the teacher's total accumulated sick days.

## **2. Jury Duty:**

a) Upon receipt of a jury subpoena, an employee must notify the Superintendent of Schools within five (5) school days in order to permit the Superintendent, with the consent of the professional staff member, to attempt to secure a postponement.

b) All compensation for jury duty shall be endorsed over to the Board of Education in consideration of the person receiving full teacher compensation and benefits. In the event an employee fails to notify the Superintendent of Schools, he/she then forfeits all compensation from the School District during his/her services on jury duty.

## **3. Other**

If any other situations arise which require a teacher's absence, the teacher may be paid for such absence upon the recommendation of the Superintendent and the approval of the Board of Education.

## **I. Sabbatical Leave**

1. There will be a moratorium on new sabbatical leaves for the duration of this agreement. Therefore, no sabbatical leave shall be applied for or granted during the life of this agreement.

2. In years when a sabbatical is an effective provision of this contract, personnel covered by this contract with seven (7) or more continuous years of service in the Public Schools of the Tarrytowns shall be eligible for sabbatical leave for the purpose of study or travel.

a) Study - Sabbatical leave for the purpose of study shall be for one (1) full school year at one hundred (100%) percent of the base salary or for four (4) summers within six (6) consecutive summers at twenty-five (25%) percent of the base salary for each summer of study.

b) Travel - Sabbatical leave for the purpose of travel shall be for one (1) full school year at fifty (50%) percent of the base salary.

3. A joint Sabbatical Committee, consisting of an equal number of faculty members and administrators shall recommend candidates for sabbatical leave. The recommended list shall be submitted to the Superintendent and the Executive Committee of the T.A.T. before notification of candidates.

4. Conditions and criteria relative to the granting of sabbatical leave in addition to those noted above, are as follows:

a) The application for said leave must be made prior to December 1st of each year.

b) No more than three (3) sabbaticals will be granted in any one school year.

c) In addition to the conditions above, the following criteria shall be used to screen applicants:

(1) Current level of performance by supervisors.

(2) Value of proposed study or travel to the School District.

(3) Years of service in the District.

(4) Continuing interest in self-improvement as evidenced by:



a) Course work taken over the past six (6) years.

b) Participation in in-service courses.

c) Service on District, regional or state curriculum related committees.

(5) Participation in other professional activities. (Data relative to the above four times are to be provided by the Applicant.)

d) After written applications have been reviewed by the joint Sabbatical Committee, personal interviews with all candidates shall be conducted by the committee.

5. All recommendations of the Sabbatical Leave Committee shall be forwarded to the Board of Education. The Board shall then review the recommendations of the Sabbatical Leave Committee to determine whether or not applicants meet contract criteria. Applicants who meet contract criteria will be granted approved Sabbatical leave.

6. Applicants shall be notified prior to January 15<sup>th</sup> of the decision on Sabbatical leave.

7. A Sabbatical leave shall be included as time of service in the District.

8. Any member of the instructional staff receiving a Sabbatical leave agrees to render two (2) years of service to the School District directly following termination of said leave. The Tarrytowns Teachers' Association agrees to guarantee this two (2) year period of service. Should a teacher fail to fulfill this obligation, the T.A.T. agrees to reimburse the District as follows: 100% of the teacher's base salary if he/she does not return, with the exception of maternity, disability and death.

9. The criteria for Sabbatical for travel shall be the same. Exceptions to the conditions as noted above will be

made only on the recommendation of the Superintendent of Schools and approved by the Board of Education. All questions arising under the Sabbatical Leave Clause shall be arbitrable.

## **ARTICLE VII IN-SERVICE AND PROFESSIONAL IMPROVEMENT**

### **A. In-Service and Professional Development Committee**

1. The Steering Committee may create a standing In-Service and Professional Development Committee to determine those areas in which in-service training programs to meet the needs of the staff is desirable. They shall consider recommendations of sub-committees working in the area of curriculum development. The In-Service and Professional Development Committee shall coordinate overall in-service programs. The Board of Education shall allocate a specific sum of money in the budget for In-Service courses.

2. Teachers who teach in-service courses shall be paid \$717 for each 15 hour in-service course that they teach during the first year of this agreement; \$738 during the second year of this agreement; \$760 during the third year of this agreement.

3. In-District and Out-of District In-Service Courses Credit shall be granted automatically upon fulfilling the requirements of the course.

a) One (1) credit will be granted for every fifteen (15) hours of active attendance.

b) The In-Service Program will be designed as a formal course of study, having a definite outline and educational objective.

c) All District in-service courses will be approved by the Board in advance.

d) Each applicant for an out-of-district in-service course must obtain the approval of the Superintendent of Schools in advance.

e) Evidence of satisfactory participation must be furnished. This will normally be in the form of a statement to that effect from the instructor or sponsoring institution.

## **B. Equivalency Committee**

1. The Board of Education policy on equivalency credit recognizes that professional growth of teachers is not limited to approved academic credits. That policy will be implemented through the administrative regulations outlined below.

2. The Steering Committee may create a committee consisting of an equal number of faculty members and administrators to determine credit that will be granted for activities directly related to the teacher's field of competence.

### **3. Duties:**

a) The committee shall receive and act on all applications for equivalency credit in accordance with the Administrative Regulations adopted by the Board of Education.

b) The Committee shall receive and evaluate all final reports on approved equivalency credit activity.

c) The Committee shall recommend to the Superintendent of Schools the number of credits to be granted.

d) The clerk of the Committee supplied by the Superintendent will maintain minutes of the meetings of the Equivalency Committee. These minutes will

be available to the Superintendent of Schools and Board of Education on request.

e) Individual professional staff members may obtain copies of the Equivalency Committee's recommendations on request to the clerk.

4. Equivalency Credit Provisions:

a) Credit may be granted for activity directly related to the teacher's field of competence.

b) Credit may be granted in any of the following areas:

(1) Travel

(2) Workshops

(3) Individual research and writing

(4) Lecture series

c) An equivalency credit shall equal one academic credit with relation to the salary schedule.

(1) A maximum of twelve (12) equivalency credits may be applied to the Board of Education's Salary Policy.

(2) Equivalent credit will not be granted for an activity undertaken before a teacher became a member of the Tarrytowns staff.

d) Equivalent credit shall not be considered under the following conditions:

(1) When a teacher participates in an activity as part of the teacher's contractual obligation to the District.

(2) When a teacher receives released time from his/her regular assignments or duties in order to participate.

(3) When a teacher receives direct reimbursement and expenses from the District for participation in an activity.

(4) When a teacher receives monetary compensation from sources other than the School District for the program submitted. (The term compensation shall mean wages, royalties, fees, or other such remuneration that may be properly considered income.)

e) The Committee will consider applications for credit which are not submitted in advance for workshops, or lecture series provided the teacher can demonstrate he/she has received little advance notice of such activity. Such applications must be made, however, within ten (10) school days following receipt of notice of such workshop or lecture series by the applicant. It is understood, however, that attendance during the ten day grace period must be at the risk of the teacher awaiting approval.

f) Application for equivalency credit must be submitted so that the Equivalency Committee, may consider in advance the proposed activity. Such applications must be made to the Clerk of the Committee on or before the first Monday of December, February, April, and May. September applications must be submitted on or before the first day school is in session. Applications must be in writing and must include a statement of purpose, duration and significance.

g) Final reports of equivalency credit activity must be submitted to the Committee within one year of the project's scheduled completion, unless on recommendation of the Superintendent of Schools, the Board of Education grants an extension.

5. Criteria for Evaluation:

a) Travel:

(1) Two (2) credits will be granted for the first four consecutive weeks of travel, and one (1) credit for the following two consecutive weeks. A maximum of three (3) credits per year will be granted except during a sabbatical year.

(2) One (1) credit per month up to a maximum of six (6) credits will be granted for travel during the sabbatical year.

(3) Exchange teaching for one year will be granted six (6) credits.

(4) The written report for the Committee must reflect new understandings and the cultural and professional significance of the trip. The Committee will insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

b) Workshops:

(1) Credit will be allowed only for a workshop of at least five (5) days duration.

(2) One (1) credit a week will be allowed up to a maximum of four (4) credits for any one workshop.

(3) No credit will be given for workshops attended during school hours.

(4) The written report for the Committee must reflect new understandings and the cultural and professional significance of the workshop. The Committee will insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

c) Individual Research and Writing:

(1) A maximum of three (3) credits will be allowed, at the discretion of the Committee, for any single piece of research.

(2) Equivalency credit will not be granted for a thesis for which academic credit has been received.

(3) The written report for the Committee must reflect new understandings, insight, and the professional significance of the research and writing. The Committee will insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

d) Lectures:

(1) One (1) credit will be granted for every series of 12-16 lecture hours attended.

(2) A written report of the lectures should include concise summaries of the lectures and an appraisal of the experience in terms of professional and personal growth.

(3) Where attendance in a scheduled series is involved, a certificate of attendance must also accompany a request for credit.

6. Appeals:

Appeals of decisions of the Equivalency Committee will be made through the established grievance policy of the Board of Education.

7. Orientation Course

a) The administration and T.A.T. shall cooperatively design and implement a mandatory orientation program for teachers new to the system. New teachers shall

be informed of their obligation to participate in this course as a condition of employment.

b) The course should include items such as:

(1) Introduction to the community, budgeting, pupil personnel services, administrative policies, methods and procedures.

(2) Overview of K-12 curriculum with emphasis on appropriate grade level or subject area of the respective teacher.

(3) Instruction in the provisions of this agreement by an Association-appointed representative.

(4) Instruction in the benefits of the insurance, retirement and other welfare programs.

(5) Instruction in the use of the instructional media and other available teaching aids.

( 6 ) Dissemination of information regarding educational resources in the school and area.

c) It is understood that at least ten (10) hours of instruction and discussion shall be necessary to implement this course effectively. Plans for this course shall be completed by June 1.



## **ARTICLE VIII GRIEVANCE POLICY AND PROCEDURES**

### **A. Declaration of Policy**

In order to maintain harmonious and cooperative relations among teachers, administrators and members of the Board of Education which will enhance the education program of the Union Free School District of the Tarrytowns, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they may arise and to assure equitable and proper treatment of teachers pursuant to the established rules, regulations and policies of the District. The provisions of this policy shall be liberally construed for the accomplishment of this purpose.

### **B. Definitions**

1. Teacher: any employee whose position requires certification by the State Education Department or any groups of such employees.

2. Administrator: any person responsible for or exercising any degree of supervision or authority over another teacher.

3. Immediate supervisor: the administrator to whom the teacher is directly responsible. The immediate supervisor shall be the building principal or other administrator to whom the teacher is directly responsible.

4. Representative: the person or persons designated by the aggrieved teacher to act on his/her behalf.

5. Grievance: any alleged violation, misrepresentation, failure or omission to carry out, or unfair application of law, ethics, School District Policy, administrative authority of this contract. A grievance may

concern any working conditions tending to endanger or handicap an employee in the proper discharge of his/her duty. A grievance may call attention to the absence of a needed policy or a conflict between two or more existing and applicable policies. No grievance shall be instituted more than thirty (30) school days from the date that the individual teacher knew or should have known of the facts upon which the grievance is based.

### **C. Basic Principles**

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.

2. A teacher shall process grievances through the T.A.T. in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.

3. A teacher shall have the right to be represented at any stage of the procedure by a person or persons of his/her own choice.

4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.

5. All hearings shall be confidential.

6. It shall be the responsibility of the Superintendent of Schools to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.

7. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies and existing contract which relate to or affect the teacher in the performance of his/her assignment.

They are not designed to be used for changing such rules or establishing new ones.

**D. Procedures:**

**1. Informal Stages:**

The aggrieved teacher shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the grievance with the aggrieved teacher. The immediate supervisor shall render his/her determination to the aggrieved teacher within five (5) school days after the grievance has been presented to him/her. If such a grievance is not satisfactorily resolved at this stage, the aggrieved teacher may proceed to the formal stage.

**2. Formal Stage:**

a) Within five (5) school days after determination has been made at the preceding stage, the aggrieved teacher may make a written request to the Superintendent of Schools or his/her designee for a review and determination. If the Superintendent of Schools designates a person to act in his/her behalf, he/she shall also delegate full authority to render a determination on his/her behalf.

b) The Superintendent of Schools or his/her designee shall immediately notify the aggrieved teacher, immediate supervisor and any other administrator previously rendering a determination of the case to submit a written statement to him/her within five (5) school days setting forth the specific nature of the grievance, the facts relating thereon and the determination(s) previously rendered.

c) If an informal hearing is requested in the written statement of any party pursuant to paragraph b) above, the Superintendent of Schools or his/her designee shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within

five (5) school days of receipt of the written statements pursuant to paragraph b).

d) The Superintendent of Schools or his/her designee shall render his/her determination within ten (10) school days after the written statements pursuant to paragraph b). This determination shall be rendered in writing to all parties involved. If a hearing is held pursuant to paragraph c), the determination shall be rendered within five (5) school days after such hearing.

e) All decisions communicated at an administrative level shall contain the time limit from which they may be appealed to the next level.

#### **E. Arbitration**

1. All demands for arbitration shall be processed through the Teachers' Association of the Tarrytowns.

2. Grievances arising out of the interpretation of this contract shall be submitted to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association.

3. All demands for arbitration shall be filed with the office of the Superintendent five (5) days prior to their filing with the American Arbitration Association. The Teachers' Association of the Tarrytowns shall at that point have the option within the same five (5) days of requesting a special hearing before the Board of Education to resolve the grievance. In addition, the Board shall have the option of requesting a meeting with the Teachers' Association of the Tarrytowns before any matter is processed to arbitration. In the event that a hearing is held by the Board of Education, a decision shall be made within twenty (20) school days of the hearing. In the event that the option is exercised or not, then within a five (5) day period the demand for arbitration shall be filed with the American Arbitration Association.

## **ARTICLE IX MISCELLANEOUS PROVISIONS**

A. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provision of this agreement shall be incorporated into and be considered part of the established policies of the Board.

B. Any individual arrangement, agreement or contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement and any individual arrangement, agreement or contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If any individual arrangement, agreement or contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

C. If any provision of this agreement or any application of the agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Copies of this agreement shall be printed at the expense of the Board and given to all teachers now employed or hereafter employed by the Board.

E. The parties agree that all negotiable items have been discussed during the negotiations leading to this agreement and further agree that negotiations will not be reopened on any item whether contained in this agreement or not during the life of this agreement. Any District policies unaltered or unchanged by the language of this agreement shall remain in force and it shall be the prerogative of the District to initiate and announce new policies not affecting or changing matters contained in this agreement.

## ARTICLE X - LEGISLATIVE LANGUAGE

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

The terms of this agreement are herewith accepted by the Board of Education, Union Free School District of the Tarrytowns and the Teachers' Association of the Tarrytowns.

### UNION FREE SCHOOL DISTRICT OF THE TARRYTOWNS



9/24/64

SUPERINTENDENT

DATE

### TEACHERS' ASSOCIATION OF THE TARRYTOWNS



9/24/64

PRESIDENT

DATE

## **TEACHING ASSISTANTS' SUPPLEMENT**

1. **Union Recognition** - The Teachers' Association of the Tarrytowns, Local 3049, AFT, AFL-CIO, NY SUT is recognized as the exclusive bargaining agent of all employees with the title of Teaching Assistant.

2. **Association Rights** - Association members will have a right to use school facilities for meetings, posting of information and have access to mail boxes for communication to all members of the unit.

3. **Notification of Assignment** - An effort will be made to notify Teaching Assistants by June 30th of their assignment for the following year.

The Board reserves the right to add or delete hours or days as needed for any particular Teaching Assistant.

4. **Seniority** - Part-time Teaching Assistants in Pre-Kindergarten through grade 12 shall accrue seniority.

The Board of Education reserves the right to create new positions and seniority areas.

Teaching Assistants will be credited for years and months of service in the District as of September 1, 1981. Such time will be credited to the area of their current assignment without regard for hours or days of service. Future seniority will be calculated in a similar manner.

Seniority will be the basis for excessing, but not for other job rights.

5. **Recall** - Any laid-off Teaching Assistant will remain on a recall list for three (3) years and the most senior on that list will be called back if any opening occurs in his/her areas.

6. **Notification to Association President** - The name, assignment and rate of pay of all new employees will be sent to the Association President within a reasonable period of time.

7. **Leave Provisions for Teaching Assistants**

a) Sick leave for teaching assistants will be provided according to the number of hours that they work. Personal leave provisions upon authorization will be provided according to the number of hours that they work.

<b>HOURS WORKED</b>	<b>SICK DAYS PER YEAR</b>	<b>PERSONAL DAYS PER YEAR</b>
8.25	15	3
7.25	13	3
6.25	11	2
5.25	9	2
4.24	7	1
3.25	6	1

b) If any personal day(s), as allotted above, is unused by the end of the school year, this day(s) will be added to the unused sick leave accounts. Teaching assistants shall be allowed to accumulate up to 250 sick leave days.

c) Any teaching assistant who retires and receives benefits under the New York State Teacher Retirement System shall be paid for any accumulated sick leave in excess of 100 days at the rate of thirty (\$30) dollars a day for the maximum number of 150 days accumulated not to exceed \$4500 per teaching assistant.

d) **Sick Bank-**

(1) The parties are agreed that there shall be created a sick leave bank to which teaching assistants may contribute no more than ten (10) days from their accumulated sick leave. Participants shall be eligible to withdraw days from the bank upon exhausting their own accumulated sick leave. The sick leave bank will be jointly



administered by a committee of two administrators and two members of the T.A.T. In the event the Committee is unable to reach consensus, consultation from a neutral doctor agreed upon by the administration and the TAT will be sought. Withdrawals will be limited to teaching assistants who have contributed to the bank and who, due to extended illness, major or catastrophic illness or injury have exhausted their accumulated sick leave. Contributions are not mandatory, but once made may not be withdrawn. Such contributions shall be made at the beginning of each school year on a form to be provided by the Board.

(2) In the 2004-2005 school year the teacher members will donate 300 days from the teachers' sick bank to help establish the teaching assistants' sick bank.

e) **Bereavement –**

(1) Five (5) school days per occurrence shall be allowed for death in the immediate family without loss of pay.

(2) Immediate family is defined as husband or wife, son or daughter, step-son or step-daughter, father or mother, step-father or step-mother, son-in-law or daughter-in-law, mother-in-law, father-in-law, sister or brother, sister-in-law or brother-in-law, grandparents, aunt, uncle, nephew, niece or any relative with whom one is residing.

8. **Child Care Leave –** Child Care leave without pay shall be granted for a period not to exceed two (2) years but may be taken yearly in accordance with New York State laws.

9. **Class Coverage -** Teaching assistants substituting in place of teachers shall be paid \$25.00 for 1 hour or less substituting service, \$35 for more than 1 hour substituting service, \$45 for more than 2 hours substituting service and \$50 for more than three hours substituting service in addition to regular salary. Teaching assistants who work

less than a full day, who substitute for a teacher for a full day will receive pay as a teaching assistant for the full substitute service and receive the substitute pay in addition.

10. **Summer Institute** – Teaching assistants selected for summer institute will receive \$996 for working 20 days (2 ½ hours instructional time) plus any required additional days. They will be entitled to one day of absence for illness.

11. **Dues Deduction** - Dues deduction procedures will parallel the procedures for teachers.

12. **Agency Fee** - The agency fee shall be as per New York State law.

13. **Salary** - The teaching assistant salary schedule for the life of this contract is affixed.

In the 2004-2005 school year three hundred (\$300) dollars will be added to each step above the salary increase, in the 2005-2006 school year three hundred (\$300) dollars will be added to each step above the salary increase and in the 2006-2007 school year three hundred (\$300) dollars will be added to each step in addition to the salary increase.

14. **Differential** - There will be five (5%) percent pay differential for any teaching assistant who possesses a teaching certificate and supplies proof of such certificate to the Assistant Superintendent.

15. **Longevity** - Teaching assistants covered by this contract shall be eligible for longevity as follows:

Starting in the 10<sup>th</sup> year of service:      \$ 500

Starting in the 15<sup>th</sup> year of service:      \$ 800

Starting in the 20<sup>th</sup> year of service:      \$1100

Starting in the 25<sup>th</sup> year of service:      \$1400

## **16. Health Plan**

a) For any teaching assistant already enrolled in the District's health insurance plan prior to July 1, 1998, the School District shall pay eighty (80%) percent of the cost of health insurance for full-time teaching assistants on individual plans and the teaching assistants will pay twenty (20%) percent through normal payroll deductions. Beginning in the 2006-2007 school year full-time teaching assistants who have participated in the current health plan for two (2) years shall pay ten (10%) percent of the cost of individual health insurance. The School District shall pay sixty-five (65%) percent of the cost of health insurance for full-time teaching assistants on family plans and the teaching assistants will pay thirty-five (35%) percent through normal payroll deductions. These rates will be pro-rated for employees who work on a part-time basis.

b) For any teaching assistant enrolled in the School District plan after July 1, 1998, the District shall pay fifty (50%) percent of the cost of health insurance for an individual plan, with the teaching assistant paying the remaining fifty (50%) percent of the payroll deductions. Teaching assistants who contributed twenty (20%) percent of the cost of health insurance for an individual plan in the 2003-2004 school year shall remain at that rate for the 2004-2005 and 2005-2006 school years. Teaching assistants who fulfill their fifty (50%) percent contribution during the 2004-2005 or 2005-2006 school year shall contribute twenty (20%) percent to their individual health insurance. Beginning in the 2006-2007 school year full-time teaching assistants who have participated in the current health plan for two (2) years shall pay ten (10%) percent of the cost of individual health insurance and the school district shall pay 90% of the cost. The School District shall pay thirty-five (35%) of the cost of health insurance of full-time teaching assistants on the family plan and the teaching assistant will pay the remaining sixty-five (65%) percent of the cost through payroll deductions.

After three years of contributions at this level, the full-time teaching assistant will be eligible for health insurance at the

sixty-five/thirty-five (65%/35%) percent split for family coverage.

c) After three years of health insurance coverage, a full-time teaching assistant will be eligible for the School District buy-out (of \$750) in lieu of health insurance, as defined in Article IV.E.3 of this contract.

d) These rates will be prorated for employees who work on a part-time basis.

e) Teaching assistants enrolled in the District's health insurance plan who retire with ten (10) or more years of service in the District will be eligible for health insurance during retirement.

f) Full-time teaching assistants will be eligible for the District-provided optical benefit plan, which includes fifty (\$50) dollars towards the purchase of glasses, with a maximum of one hundred (\$100) per family.

17. **Grievance Procedure** - The grievance procedure in the Teachers' contract shall apply to the Teaching Assistants.

18. Teaching assistants shall have the right to attend District in-service courses on an open space basis.

THE ABOVE CONSTITUTES THE FULL  
AGREEMENT BETWEEN THE PARTIES WITH REGARD  
TO THE ESTABLISHMENT OF TERMS AND  
CONDITIONS OF EMPLOYMENT FOR TEACHING  
ASSISTANTS.

UNION FREE SCHOOL DISTRICT OF THE  
TARRYTOWNS



9/24/04

SUPERINTENDENT

DATE

TEACHERS' ASSOCIATION OF THE  
TARRYTOWNS



9/24/04

PRESIDENT

DATE

## 2004 - 2005 TEACHERS SALARY SCHEDULE: 3.50%

44328	46409	48,496	49,736	50,369	52,239	52,239	54,736	55,568	56,398	57,239	58,065	59,311	61,152
46409	48496	50,565	51,828	52,453	54,321	54,321	56,818	57,780	58,694	59,649	60,568	61,812	63,666
50470	52760	55,058	56,893	57,350	59,648	59,423	61,943	63,084	64,238	65,382	66,528	67,904	69,979
52760	55058	57,350	59,648	59,881	62,406	61,943	65,153	65,980	66,763	68,036	69,286	70,896	73,224
55513	57583	59,648	62,406	62,406	65,153	64,695	66,988	68,264	69,510	70,800	72,043	73,857	76,464
57811	60328	61,943	65,153	64,916	67,904	67,457	69,743	71,120	72,498	73,857	75,243	76,856	79,239
60102	62168	64,238	67,904	67,209	70,200	70,200	72,498	74,009	75,479	76,991	78,457	79,836	82,028
62406	64695	66,988	70,664	69,743	72,498	72,954	75,243	76,758	78,223	79,747	81,217	82,582	84,802
64695	67209	69,743	73,408	72,255	74,789	75,707	77,998	79,510	80,988	82,497	83,966	85,335	87,586
66528	69510	72,498	76,163	74,789	77,061	78,457	80,753	82,263	83,733	85,241	86,716	87,858	89,901
68816	71801	74,789	78,923	77,325	79,836	81,217	83,503	85,023	86,495	88,004	89,474	90,628	92,678
71581	74335	77,082	81,675	79,836	82,582	83,966	86,258	87,770	89,245	90,755	92,232	93,367	95,462
74335	76856	79,380	83,966	82,139	84,883	86,495	89,012	90,515	91,991	93,507	94,968	96,116	98,244
		81,675	86,258	84,423	87,181	89,012	91,761	93,301	94,748	96,256	97,726	98,649	100,555
		83,966	88,561	86,716	89,474	91,541	94,519	96,028	97,495	99,011	100,486	101,172	102,872

SALARY COLUMNS ASTRICATED (BA+30, BA+45, BA+60, PD, PD+15, PD+30) HAVE BEEN ELIMINATED. ALL TEACHERS PRESENTLY IN THESE COLUMNS WILL BE CONTINUED.

LONGEVITY:- 18th Yr: \$850, 21st Yr: \$1350, 25th Yr: \$1900, 30th Yr: \$2500

**2005 - 2006 TEACHERS SALARY SCHEDULE: 3.75%**

45,990	48,149	50,315	51,601	52,258	54,198	54,198	56,789	57,652	58,513	59,385	60,242	61,535	63,445
48,149	50,315	52,461	53,772	54,420	56,358	56,358	58,949	59,947	60,895	61,886	62,839	64,130	66,053
52,363	54,739	57,123	59,026	59,501	61,885	61,651	64,266	65,450	66,647	67,834	69,023	70,450	72,603
54,739	57,123	59,501	61,885	62,127	64,746	64,266	67,596	68,454	69,267	70,587	71,884	73,555	75,970
57,595	59,742	61,885	64,746	64,746	67,596	67,121	69,500	70,824	72,117	73,455	74,745	76,627	79,331
59,979	62,590	64,266	67,596	67,350	70,450	69,987	72,358	73,787	75,217	76,627	78,065	79,738	82,210
62,356	64,499	66,647	70,450	69,729	72,833	72,833	75,217	76,784	78,309	79,878	81,399	82,830	85,104
64,746	67,121	69,500	73,314	72,358	75,217	75,690	78,065	79,636	81,156	82,738	84,263	85,679	87,982
67,121	69,729	72,358	76,161	74,965	77,594	78,546	80,923	82,492	84,025	85,591	87,115	88,535	90,870
69,023	72,117	75,217	79,019	77,594	79,951	81,399	83,781	85,348	86,873	88,438	89,968	91,153	93,272
71,397	74,494	77,594	81,883	80,225	82,830	84,263	86,634	88,211	89,739	91,304	92,829	94,027	96,153
74,265	77,123	79,973	84,738	82,830	85,679	87,115	89,493	91,061	92,592	94,158	95,691	96,868	99,042
77,123	79,738	82,357	87,115	85,219	88,066	89,739	92,350	93,909	95,441	97,014	98,529	99,720	101,928
		84,738	89,493	87,589	90,450	92,350	95,202	96,800	98,301	99,866	101,391	102,348	104,326
		87,115	91,882	89,968	92,829	94,974	98,063	99,629	101,151	102,724	104,254	104,966	106,730

SALARY COLUMNS ASTRICATED (BA+30, BA+45, BA+60, PD, PD+15, PD+30) HAVE BEEN ELIMINATED. ALL TEACHERS PRESENTLY IN THESE COLUMNS WILL BE CONTINUED.

LONGEVITY:- 18th Yr: \$850, 21st Yr: \$1350, 25th Yr: \$1900, 30th Yr: \$2500

## 2006 - 2007 TEACHERS SALARY SCHEDULE: 4%

47,830	50,075	52,328	53,665	54,348	56,366	56,366	59,061	59,958	60,854	61,760	62,652	63,996	65,983
50,075	52,328	54,559	55,923	56,597	58,612	58,612	61,307	62,345	63,331	64,361	65,353	66,695	68,695
54,458	56,929	59,408	61,387	61,881	64,360	64,117	66,837	68,068	69,313	70,547	71,784	73,268	75,507
56,929	59,408	61,881	64,360	64,612	67,336	66,837	70,300	71,193	72,038	73,410	74,759	76,497	79,009
59,899	62,132	64,360	67,336	67,336	70,300	69,806	72,280	73,657	75,002	76,393	77,735	79,692	82,504
62,378	65,094	66,837	70,300	70,044	73,268	72,786	75,252	76,738	78,226	79,692	81,188	82,928	85,498
64,850	67,079	69,313	73,268	72,518	75,746	75,746	78,226	79,855	81,441	83,073	84,655	86,143	88,508
67,336	69,806	72,280	76,247	75,252	78,226	78,718	81,188	82,821	84,402	86,048	87,634	89,106	91,501
69,806	72,518	75,252	79,207	77,964	80,698	81,688	84,160	85,792	87,386	89,015	90,600	92,076	94,505
71,784	75,002	78,226	82,180	80,698	83,149	84,655	87,132	88,762	90,348	91,976	93,567	94,799	97,003
74,253	77,474	80,698	85,158	83,434	86,143	87,634	90,099	91,739	93,329	94,956	96,542	97,788	99,999
77,236	80,208	83,172	88,128	86,143	89,106	90,600	93,073	94,703	96,296	97,924	99,519	100,743	103,004
80,208	82,928	85,651	90,600	88,628	91,589	93,329	96,044	97,665	99,259	100,895	102,470	103,709	106,005
		88,128	93,073	91,093	94,068	96,044	99,010	100,672	102,233	103,861	105,447	106,442	108,499
		90,600	95,557	93,567	96,542	98,773	101,986	103,614	105,197	106,833	108,424	109,165	110,999

SALARY COLUMNS ASTRICATED (BA+30, BA+45, BA+60, PD, PD+15, PD+30) HAVE BEEN ELIMINATED. ALL TEACHERS PRESENTLY IN THESE COLUMNS WILL BE CONTINUED.

LONGEVITY:- 18th Yr: \$850, 21st Yr: \$1350, 25th Yr: \$1900, 30th Yr: \$2500



**2004 - 2005 TEACHER ASSISTANT SALARY SCHEDULE: 3.50% + \$300**

23,473	20,539	17,605	14,671	11,737	8,803
24,989	21,866	18,742	15,618	12,495	9,371
27,048	23,667	20,286	16,905	13,524	10,143
29,335	25,668	22,001	18,334	14,667	11,001
29,507	25,818	22,130	18,442	14,753	11,065
30,116	26,352	22,587	18,823	15,058	11,294
30,925	27,060	23,194	19,328	15,463	11,597
31,852	27,871	23,889	19,908	15,926	11,945

**2005 - 2006 TEACHER ASSISTANT SALARY SCHEDULE: 3.75% + \$300**

24,753	21,659	18,565	15,471	12,377	9,283
26,327	23,036	19,745	16,454	13,163	9,873
28,463	24,905	21,347	17,789	14,231	10,674
30,835	26,980	23,126	19,272	15,417	11,563
31,013	27,137	23,260	19,383	15,507	11,630
31,645	27,690	23,734	19,778	15,823	11,867
32,485	28,425	24,364	20,303	16,243	12,182
33,447	29,266	25,085	20,904	16,723	12,543

**Longevity**

10th yr
\$500
15th yr
\$800
20th yr
\$1,100
25th yr
\$1,400

**2006 - 2007 TEACHER ASSISTANT SALARY SCHEDULE: 4.00% + \$300**

26,143	22,876	19,608	16,340	13,072	9,804
27,780	24,307	20,835	17,362	13,890	10,417
30,001	26,251	22,501	18,751	15,001	11,250
32,468	28,410	24,351	20,293	16,234	12,176
32,654	28,572	24,490	20,409	16,327	12,245
33,311	29,147	24,983	20,819	16,656	12,492
34,185	29,912	25,639	21,365	17,092	12,819
35,185	30,786	26,388	21,990	17,592	13,194

<b>STIPEND POSITIONS: NEW CONTRACT: 7/1/2004 - 06/30/2007</b>			
	<b>3.50% Increase</b>	<b>3.75% Increase</b>	<b>4.00% Increase</b>
<b>SLEEPY HOLLOW HIGH SCHOOL</b>	<b>2004 - 05</b>	<b>2005 - 06</b>	<b>2006 - 07</b>
SAT PREPARATION: FALL - ENGLISH	2,536	2,631	2736
SAT PREPARATION: FALL - MATH	2,536	2,631	2736
SAT PREPARATION: SPRING - ENGLISH	2,536	2,631	2736
SAT PREPARATION: SPRING - MATH	2,536	2,631	2736
CLASS ADVISOR: GRADE 12	3,753	3,894	4050
CLASS ADVISOR: GRADE 11	3,597	3,732	3881
CLASS ADVISOR: GRADE 10	3,468	3,598	3742
CLASS ADVISOR: GRADE 9	3,242	3,364	3499
LITERARY MAGAZINE	2,525	2,620	2725
MOCK TRIAL TEAM	2,174	2,256	2346
MOCK TRIAL TEAM	2,174	2,256	2346
NATIONAL HONOR SOCIETY	2,214	2,297	2389
FOREIGN LANGUAGE NATNL HONOR SOCIETY	2,214	2,297	2389
SCIENCE NATIONAL HONOR SOCIETY	2,214	2,297	2389
NEWSPAPER	2,048	2,125	2210
STUDENT COUNCIL	4,099	4,253	4423
YEARBOOK	4,350	4,513	4694
VIDEO YEARBOOK	4,350	4,513	4694
YEARBOOK (BUSINESS EDITOR)	3,205	3,325	3458
MATH TEAM	1,336	1,386	1441
MODEL UN CLUB	1,336	1,386	1441
CHESS TEAM	1,336	1,386	1441
TODAY'S STUDENTS TOMORROW'S TEACHERS	1,215	1,261	1311
TODAY'S STUDENTS TOMORROW'S NURSES	1,215	1,261	1311
AFRICAN AMERICAN HERITAGE CLUB	1,215	1,261	1311
VAASA	2,090	2,168	2255
ESL CLUB	1,215	1,261	1311
PARENT GUIDANCE ED. PROGRAM (to a max 6)	1,215	1,261	1311
PROJECT YOU	3,500	3,631	3778
INTERACT CLUB	1,215	1,261	1311
<b>FINE/PRACTICAL &amp; PERFORMING ARTS</b>			
TECHNICAL ADVISOR	3,160	3,279	3410
MS JAZZ ENSEMBLE	1,103	1,144	1190
MS/HS INSTRUMENTAL BAND (JAZZ, PEP)	6,268	6,503	6763
CHORUS - MS/HS	6,268	6,503	6763
ORCHESTRA - MS, HS STRINGS	6,268	6,503	6763
<b>DRAMA</b>			
DIRECTOR - FALL	3,173	3,292	3424
FALL ART DIRECTOR	1,579	1,638	1704
DIRECTOR - SPRING	3,173	3,292	3424
SPRING ART DIRECTOR	1,579	1,638	1704
VOCAL DIRECTOR - SPRING	1,579	1,638	1704
ORCHESTRA DIRECTOR - SPRING	1,579	1,638	1704
ACCOMPANIST	1,056	1,096	1140

<b>CHAIRPERSON</b>			
<b>DEPARTMENT OF 1 - 6 PEOPLE</b>			
FOREIGN LANGUAGE	5,644	5,856	6090
<b>DEPARTMENT OF 7 OR MORE PEOPLE</b>			
FINE/PERFORMING ARTS	6,528	6,773	7044
ESL/BILINGUAL	6,528	6,773	7044
MATH	6,528	6,773	7044
SCIENCE	6,528	6,773	7044
SOCIAL STUDIES	6,528	6,773	7044
ENGLISH/LANGUAGE ARTS	6,528	6,773	7044
<b>SLEEPY HOLLOW MIDDLE SCHOOL</b>			
STUDENT COUNCIL	2,502	2,596	2700
LITERARY MAGAZINE	2,090	2,168	2255
MS/HS LIBRARY	2,090	2,168	2255
YEARBOOK	875	908	944
<b>TEAM LEADERS</b>			
7th GRADE TEAM LEADER	3,134	3,252	3382
8th GRADE TEAM LEADER	3,134	3,252	3382
MIDDLE SCHOOL CLUBS (to a max of 12)	1,215	1,261	1311
<b>WASHINGTON IRVING INTERMEDIATE SCHOOL</b>			
STUDENT GOVERNMENT	2,502	2,596	2700
TEAM LEADER - 4th GRADE	2,620	2,718	2827
TEAM LEADER - 5th GRADE	2,620	2,718	2827
TEAM LEADER - 6th GRADE	2,620	2,718	2827
FINE ARTS TEAM LEADER (SPECIAL AREA)	2,620	2,718	2827
ELEMENTARY LANGUAGE ARTS DEVELOPER	5,517	5,724	5953
ELEMENTARY MATH STAFF DEVELOPER	5,517	5,724	5953
BAND - WI	4,353	4,516	4697
CHORUS - WI	4,423	4,589	4773
JAZZ - WI	916	950	988
ORCHESTRA - WI	3,800	3,943	4101
<b>SUPERVISORY STIPENDS - DISTRICT WIDE</b>			
ASST TO THE PRINCIPAL - WLM	3,134	3,252	3382
ASST TO THE PRINCIPAL - JP	3,134	3,252	3382
ASST TO THE PRINCIPAL - TH	3,134	3,252	3382
<b>DISTRICT WIDE POSITIONS</b>			
DISTRICT TEST COORDINATOR	6,528	6,773	7044
CPSE CHAIR	6,528	6,773	7044
TEACHER MENTOR	1,000	1,038	1080

INTERSCHOLASTIC ATHLETICS STIPENDS			
<b>DISTRICT WIDE</b>			
FACULTY EQUIPMENT MANAGER	4,899	5,083	5286
FACULTY EQUIPMENT MANAGER	4,899	5,083	5286
<b>SLEEPY HOLLOW HIGH SCHOOL</b>			
PIONEER LEAGUE (.5)	3,232	3,353	3487
PIONEER LEAGUE (.5)	3,232	3,353	3487
<b>CHEERLEADERS</b>			
CHEERLEADER ADVISOR - FALL	4,523	4,693	4881
<b>CROSS COUNTRY - Fall</b>			
HEAD VARSITY COACH (BOYS & GIRLS)	6,464	6,706	6974
<b>CROSS COUNTRY - Fall - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881
<b>FIELD HOCKEY - Fall</b>			
HEAD VARSITY COACH	6,464	6,706	6974
HEAD JV COACH	4,523	4,693	4881
<b>FIELD HOCKEY - Fall - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881
<b>FOOTBALL - Fall</b>			
HEAD VARSITY COACH	7,603	7,888	8204
ASSISTANT VARSITY COACH	5,703	5,917	6154
ASSISTANT VARSITY COACH	5,703	5,917	6154
ASSISTANT VARSITY COACH	5,703	5,917	6154
HEAD JV COACH	5,323	5,523	5744
<b>FOOTBALL - Fall - SHMS</b>			
MODIFIED HEAD COACH	5,323	5,523	5744
MODIFIED ASSISTANT COACH	4,015	4,166	4333
<b>INTRAMURAL SPORTS - Fall</b>			
SH	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
<b>SOCCER - Fall</b>			
HEAD VARSITY COACH (B)	6,464	6,706	6974
JV COACH (B)	4,523	4,693	4881
ASSISTANT VARSITY COACH (B)	4,846	5,028	5229
<b>SOCCER - Fall</b>			
HEAD VARSITY COACH (G)	Spring	6,706	6974
JV COACH (G)	Spring	4,693	4881
ASSISTANT VARSITY COACH (G)	Spring	5,028	5229
<b>SOCCER - Fall - SHMS</b>			
MODIFIED HEAD COACH (B)	4,523	4,693	4881
MODIFIED HEAD COACH (G)	4,523	4,693	4881
<b>SWIMMING - Fall</b>			
HEAD VARSITY COACH (G)	6,464	6,706	6974
<b>TENNIS - Fall</b>			
HEAD VARSITY COACH (G)	5,703	5,917	6154
<b>VOLLEYBALL - Fall</b>			
HEAD VARSITY COACH	6,464	6,706	6974
HEAD JV COACH	4,523	4,693	4881
<b>VOLLEYBALL - Fall - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881

<b>BASKETBALL - Winter</b>			
HEAD VARSITY COACH (B)	6,464	6,706	6974
HEAD JV COACH (B)	4,523	4,693	4881
HEAD VARSITY COACH (G)	6,464	6,706	6974
HEAD JV COACH (G)	4,523	4,693	4881
<b>BASKETBALL - Winter - SHMS</b>			
MODIFIED HEAD COACH (B)	4,523	4,693	4881
MODIFIED HEAD COACH (G)	4,523	4,693	4881
<b>CHEERLEADERS - Winter</b>			
CHEERLEADER ADVISOR - WINTER	4,523	4,693	4881
<b>ICE HOCKEY - Winter</b>			
HEAD VARSITY COACH	6,464	6,706	6974
ASSISTANT COACH	4,846	5,028	5229
<b>INDOOR TRACK - Winter</b>			
HEAD VARSITY COACH (B)	6,464	6,706	6974
HEAD VARSITY COACH (G)	6,464	6,706	6974
ASSISTANT VARSITY COACH	4,846	5,028	5229
<b>INTRAMURAL SPORTS - Winter</b>			
SH	2,090	2,168	2255
SH	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
<b>WRESTLING - Winter</b>			
HEAD VARSITY COACH	6,464	6,706	6974
ASSISTANT VARSITY COACH	4,846	5,028	5229
HEAD JV COACH	4,523	4,693	4881
<b>WRESTLING - Winter - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881

<b>BASEBALL - Spring</b>			
HEAD VARSITY COACH	6,464	6,706	6974
ASSISTANT VARSITY COACH	4,846	5,028	5229
HEAD JV COACH	4,523	4,693	4881
<b>BASEBALL - Spring - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881
<b>GOLF - Spring</b>			
HEAD VARSITY COACH	5,703	5,917	6154
<b>INTRAMURAL SPORTS - Spring</b>			
SH	2,090	2,168	2255
SH	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
WI	2,090	2,168	2255
<b>LACROSSE - Spring</b>			
HEAD VARSITY COACH (B)	6,464	6,706	6974
ASSISTANT VARSITY COACH (B)	4,846	5,028	5229
HEAD JV COACH (G)	4,523	4,693	4881
HEAD JV COACH (G)	4,523	4,693	4881
<b>LACROSSE - Spring - SHMS</b>			
MODIFIED HEAD COACH (B)	4,846	5,028	5229
<b>OUTDOOR TRACK - Spring</b>			
HEAD VARSITY COACH (B)	6,464	6,706	6974
HEAD VARSITY COACH (G)	6,464	6,706	6974
ASSISTANT VARSITY COACH	4,846	5,028	5229
<b>OUTDOOR TRACK - Spring - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881
<b>SOCCER - Spring</b>			
HEAD VARSITY COACH (G)	6,464	Fall	Fall
JV COACH (G)	4,523	Fall	Fall
ASSISTANT VARSITY COACH (G)	4,846	Fall	Fall
<b>SOFTBALL - Spring</b>			
HEAD VARSITY COACH	6,464	6,706	6974
ASSISTANT VARSITY COACH	4,846	5,028	5229
HEAD JV COACH	4,523	4,693	4881
<b>SOFTBALL - Spring - SHMS</b>			
MODIFIED HEAD COACH	4,523	4,693	4881
<b>TENNIS - Spring</b>			
HEAD VARSITY COACH (B)	5,703	5,917	6154

